





# Using

## Forms

### Objectives


- ▶ Plan a form
-  ▶ Create a form
-  ▶ Move and resize controls
-  ▶ Modify labels
-  ▶ Modify text boxes
-  ▶ Modify tab order
-  ▶ Enter and edit records
-  ▶ Insert an image

A **form** is an Access database object that allows you to present information in a format that makes the task of entering and editing data quick and easy. Forms are the primary object used to find, enter, and edit data. Although the datasheet view of a table or query can be used to navigate, enter, and edit data, all of the fields for one record are sometimes not visible unless you scroll left or right. A form solves that problem by allowing you to design the layout of fields on the screen, and typically displays the data for only one record at a time. A form also supports graphical elements such as pictures, buttons, and tabs, which make the form's arrangement of data easy to understand and use.  Fellow employees are excited about the MediaLoft music inventory database. They have asked Kelsey Lang to create a form to make it easier to access, enter, and update inventory data.





# Planning a Form

Properly organized and well-designed forms make a tremendous difference in the productivity of the end user. Since forms are the primary object used to enter and edit data, time spent planning a form is time well spent. Forms are often built to match a **source document** (for example, an employment application or a medical history form) to facilitate fast and accurate data entry. Now, however, it is becoming more common to type data directly into the database rather than first recording it on paper. Therefore, form design considerations, such as clearly labeled fields and appropriate formatting, are extremely important. Other form design considerations include how the user tabs from field to field, and what type of **control** is used to display the data. See Table C-1 for more information on form controls.  Kelsey considers the following form design considerations when planning her Music Inventory form.

## Details

### ► Determine the overall purpose of the form

Interview the users to determine how the form will be used. Name your form with its specific purpose such as “Music Inventory Entry Form” rather than a generic name such as “Music.”

### Determine the underlying record source

- The **record source** is defined by either a table or query object. The record source determines the data that the form will display.

### Gather the source documents used to design your form

- It's a good idea to sketch the form by hand, making sure that you list every element, including fields, text, and graphics that you want the form to display.

### Determine the best type of control to use for each item on the form

- Figures C-1 and C-2 show examples of several controls. **Bound controls** display data from the underlying record source and are also used to edit and enter data. **Unbound controls** do not change from record to record and exist only to clarify and enhance the appearance of the form.

TABLE C-1: Form Controls

name	used to:	bound or unbound
Label	Provide consistent descriptive text as you navigate from record to record; the label is the most common type of unbound control	Unbound
Text box	Display, edit, or enter data for each record from an underlying record source; the text box is the most common type of bound control	Bound
List box	Display a list of possible data entries	Bound
Combo box	Display a list of possible data entries for a field, and also provide a text box for an entry from the keyboard; a combination of the list box and text box controls	Bound
Tab control	Create a three-dimensional aspect to a form	Unbound
Check box	Display “yes” or “no” answers for a field; if the box is checked, it means “yes”	Bound
Toggle button	Display “yes” or “no” answers for a field; if the button is pressed, it means “yes”	Bound
Option button	Display a choice for a field	Bound
Option group	Display and organize choices (usually presented as option buttons) for a field	Bound
Bound object frame	Display OLE (Object Linking and Embedding) data, such as a picture	Bound
Unbound object frame	Display a picture or clip art image that doesn't change from record to record	Unbound
Line and Rectangle	Draw lines and rectangles on the form	Unbound
Command button	Provide an easy way to initiate a command or run a macro	Unbound

FIGURE C-1: Form controls

Tab controls

Text boxes

Combo box

Labels

Option group

Option buttons

Bound object frame

Toggle button

FIGURE C-2: Form controls

Unbound object frame

List box


Command buttons

Check box

Rectangle



# Creating a Form

There are many ways to create a form. You can create a form from scratch using **Form Design View**, or you can use the **Form Wizard** to provide guided steps for the form development process. The Form Wizard prompts you to select the record source for the form, choose an overall layout, choose a style, and title the form. The Form Wizard is an easy way to create an initial version of a form. Table C-2 summarizes the ways to create a form. No matter what technique is used to create a form, you use Form Design View to modify an existing form object.  Kelsey made some notes on how she'd like the final Music Inventory form arranged. Now she uses the Form Wizard to get started.

## Steps 1234

### QuickTip

You can also double-click the Create form by using wizard option in the database window to start the Form Wizard.



1. Start Access, click the **More files** link in the New File task pane, then open the **MediaLoft-C** database from the drive and folder where your New File Project Files are located
2. Click **Forms** on the Objects bar in the MediaLoft-C Database window, then click the **New button**  on the database window toolbar  
The New Form dialog box opens, presenting the various techniques used to create a new form.
3. Click **Form Wizard** in the New Form dialog box, click the **Choose the table or query where the object's data comes from list arrow**, click **Music Inventory**, then click **OK**  
The Music Inventory table will serve as the record source for this form. If this database contained multiple tables or queries, these additional objects would have been presented as well as the Music Inventory table.
4. Click the **Select All Fields button** , click **Next**, click the **Columnar layout option button**, click **Next**, click the **Standard** style, click **Next**, then click **Finish** to accept the title and to open the form to view or enter information  
The Music Inventory form opens in **Form View**, as shown in Figure C-3. Descriptive labels appear in the first column, and text boxes that display data from the underlying record source appear in the second column. A check box control displays the Yes/No data in the PeoplesChoice field. You can enter, edit, find, sort, and filter records using a form.
5. Click the **Title text box**, click the **Sort Ascending button**  on the Form View toolbar, then click the **Next Record button**  in the Record Navigation buttons four times to move to the fifth record  
Abbey Road is the fifth record when the records are sorted in ascending order by the Title field. Information about the current record number and total number of records appears in the Record Navigation buttons area.
6. Click the **Last Record button**  in the Record Navigation buttons  
World Café by the Tree Frogs is the last record when the records are sorted in ascending order by the Title field.
7. Click **Rap** in the Category text box, then click the **Filter By Selection button**  on the Form View toolbar  
Six records have the value of Rap in the Category field. The sort, filter, and find buttons work the same way in a form as they do in a datasheet.
8. Close the Music Inventory form  
The last sort order is automatically saved when you close a form. Filters are automatically removed when you close a form just as they are for a datasheet.


FIGURE C-3: Music Inventory form

TABLE C-2: Form creation techniques

technique	description
<b>Design View</b>	Provides a layout screen in which the form developer has complete control over the data, layout, and formatting choices that will be displayed by the form. Since Form Design View is the most powerful and flexible technique used to create a form, it is also the most complex. Form Design View is also used to modify all existing forms, regardless of how they were created.
<b>Form Wizard</b>	Provides a guided series of steps to create a form. Prompts for record source, layout, style, and title.
<b>AutoForm</b>	Instantly creates a form that displays all the fields in the chosen record source. There are five different AutoForm options (Columnar, Tabular, Datasheet, PivotTable, and PivotChart) that correspond to five different form layouts in the New Form dialog box.
<b>Chart Wizard</b>	Provides a guided series of steps to create a graphical arrangement of data in the form of a business chart such as a bar, column, line, or pie chart that is placed on a form.
<b>PivotTable Wizard</b>	Provides a guided series of steps to create a summarized arrangement of data in a PivotTable View of a form. Fields used for the column and row headings determine how the data is grouped and summarized.



### Using the AutoForm button

You can quickly create a form by clicking a table or query object in the Database window, then clicking the New Object: AutoForm button  on the Database toolbar. The New Object: AutoForm

button offers no prompts or dialog boxes; it instantly creates a columnar form that displays all the fields in the selected table or query.





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# Moving and Resizing Controls

## Steps 1234

After you create a form, you can work in Form Design View to modify the size, location, and appearance of existing controls. Form Design View also allows you to add or delete controls.  Kelsey moves and resizes the controls on the form to improve the layout.


### Trouble?

Be sure you open the Design View of the Music Inventory form and not the Music Inventory table.

### QuickTip

Press [F8] to open the field list.

### QuickTip











If you make a mistake, click the Undo button  and try again. In Form Design View, you can undo up to 20 actions.

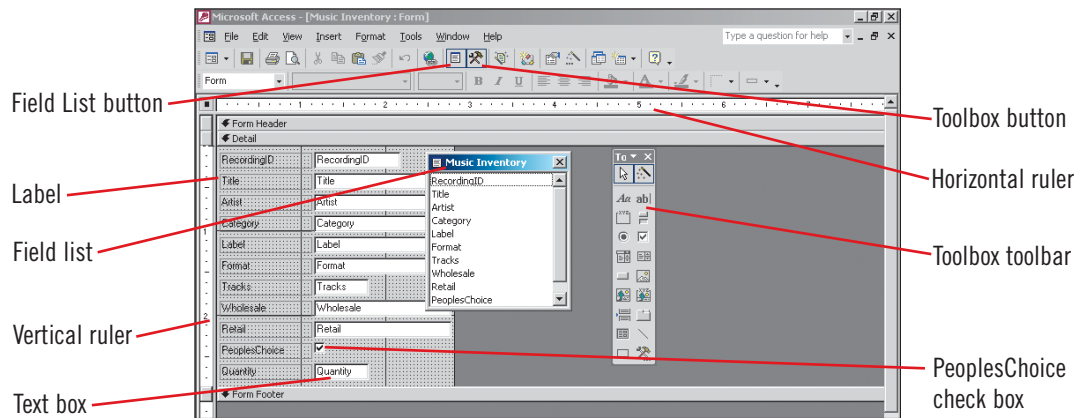
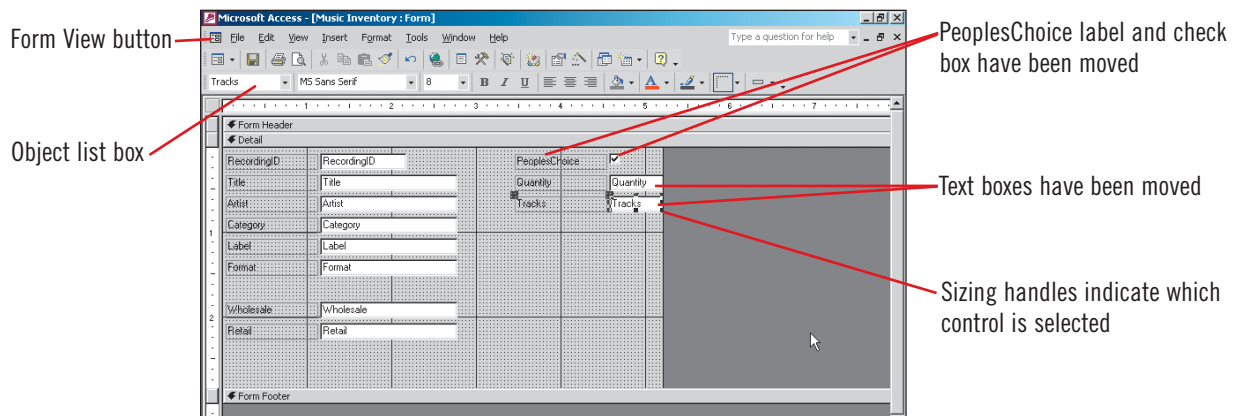
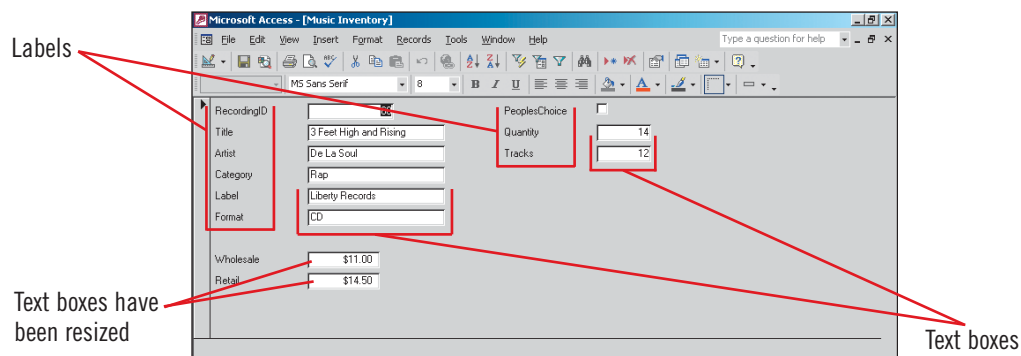
### QuickTip

If you undo too many actions, click Edit on the menu bar, then click Redo.

### QuickTip

You can move controls one pixel (picture element) at a time by pressing [Ctrl] and an arrow key. You can resize controls one pixel at a time by pressing [Shift] and an arrow key.


1. Click the **Music Inventory form**, click the **Design button**  on the database window toolbar, then click the **Maximize button**  for the form  
Maximizing the form makes it easier to modify the form. In Form Design View, several elements that help you design the form may automatically appear. The **Toolbox toolbar** contains buttons that allow you to add controls to the form. The **field list** contains the fields in the record source. The vertical and horizontal rulers help you position controls on the form. These items are shown in Figure C-4. You work with the Toolbox and field list when you add or change existing controls. If you are not working with the Toolbox or the field list you can toggle them off to unclutter your screen.
2. If the Toolbox toolbar is visible, click the **Toolbox button**  on the Form Design toolbar to toggle it off, and if the field list is visible, click the **Field List button**  on the Form Design toolbar to toggle it off  
Before moving, resizing, deleting, or changing a control in any way, you must select it.
3. Click the **PeoplesChoice check box**  
**Sizing handles** appear in the corners and on the edges of selected controls. When you work with controls, the mouse pointer shape is very important. Pointer shapes are summarized in Table C-3.
4. Point to the selected **PeoplesChoice check box** so that the pointer changes to , then drag the control so that it is positioned to the right of the RecordingID text box and the right edge of the check box is at the **4.5 inch** mark on the horizontal ruler  
The form will automatically widen to accommodate the new position for the check box. Also, when you move a bound control, such as a text box or check box, the accompanying unbound label moves with it. The field name for the selected control appears in the **Object list box**.
5. Select and move the **Quantity** and **Tracks text boxes** using the  pointer to match their final locations as shown in Figure C-5  
Moving a text box automatically moves its associated label. If you want to move only the text box or only the label, you would use the  mouse pointer. Resizing controls also improves the design of the form.
6. Click the **Retail text box**, use the  pointer to drag the middle-right edge sizing handle left to the **2 inch** mark on the horizontal ruler, click the **Wholesale text box**, then use the  pointer to drag the middle-right edge sizing handle left to the **2 inch** mark  
Moving and resizing controls requires great concentration and mouse control. Don't worry if your screen doesn't *precisely* match the figure, but *do* make sure that you understand how to use the move and resize mouse pointers used in Form Design View. Precision and accuracy naturally develop with practice, but even experienced form designers regularly rely on the Undo button.
7. Click the **Form View button**  on the Form Design toolbar to view the final form as shown in Figure C-6

**FIGURE C-4: Design View of the Music Inventory form****FIGURE C-5: Controls have been moved****FIGURE C-6: Reorganized Music Inventory form****TABLE C-3: Form Design View mouse pointer shapes**

shape	when does this shape appear?	action
	When you point to any unselected control on the form (the default mouse pointer)	Single-clicking with this mouse pointer <i>selects</i> a control
	When you point to the edge of a selected control (but not when you are pointing to a sizing handle)	Dragging this mouse pointer moves all selected controls
	When you point to the larger sizing handle in the upper-left corner of a selected control	Dragging this mouse pointer <i>moves only the single control</i> where the pointer is currently positioned, not other controls that may also be selected
	When you point to any sizing handle (except the larger one in the upper-left corner)	Dragging this mouse pointer <i>resizes</i> the control




# Modifying Labels

When you create a form with the Form Wizard, it places a label to the left of each text box that displays the name of the field. Often, you'll want to modify those labels to be more descriptive or user-friendly. You can modify a label control by directly editing it in Form Design View, or you can make the change in the property sheet of the label. The **property sheet** is a comprehensive listing of all **properties** (characteristics) that have been specified for that control.  Kelsey modifies the labels of the Music Inventory form to be more descriptive.

## Steps 1234

### Trouble?


Be sure to modify the *Title label* control and not the *Title text box* control. Text box controls do not have a Caption property.

1. Click the **Design View button**  on the Form View toolbar, click the **RecordingID label** to select it, click between the **g** and **I** in the RecordingID label, then press **[Spacebar]** to insert a space

Directly editing labels in Form Design View is tricky because you must single-click the label to select it, then precisely click where you want to edit it. If you double-click the label, you will open its property sheet.

2. Click the **Title label**, click the **Properties button**  on the Form Design toolbar, then click the **Format tab**, as shown in Figure C-7

The **Caption** property controls the text displayed by the label control. The property can be found on either the Format or the All tabs. The All tab presents a complete list of all the properties for a control.

3. Click to the left of **Title** in the Caption property, type **Recording**, press **[Spacebar]**, then click  to toggle the property sheet off

Don't be overwhelmed by the number of properties available for each control on the form. Over time, you may want to learn about most of these properties, but in the beginning you'll be able to make the vast majority of the property changes through menu and toolbar options rather than by accessing the property sheet itself. For example, you may wish to right-align the labels in the first column so that they are closer to their respective text boxes. You could directly modify the Text Align property in the property sheet for each label, or make the same property changes using the Formatting (Form/Report) toolbar.

4. Click the **Recording ID label**, then click the **Align Right button**  on the Formatting (Form/Report) toolbar

The Recording ID label caption is now much closer to its associated text box. See Table C-4 for a list of techniques to quickly select several controls so that you can apply alignment and formatting changes to more than one control simultaneously.

### QuickTip

To discard all changes that you have made to a form or report in Design View and return to the last saved version of the object, click File on the menu bar, then click Revert.

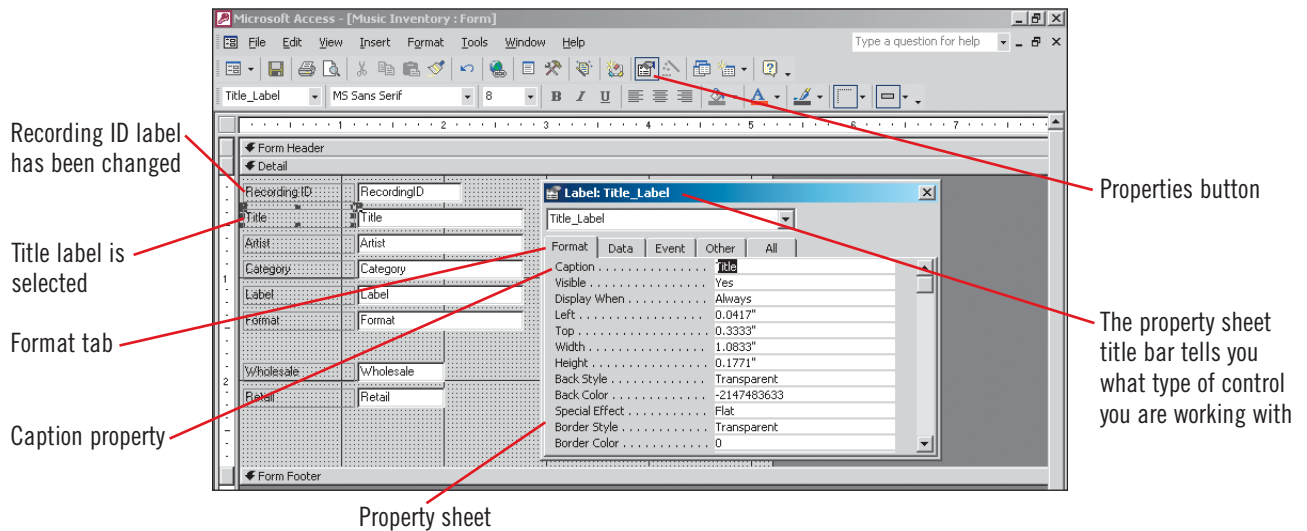
5. Click the **0.5 inch** mark on the horizontal ruler to select the first column of controls as shown in Figure C-8, then click 

All the labels in the first column are right-aligned.

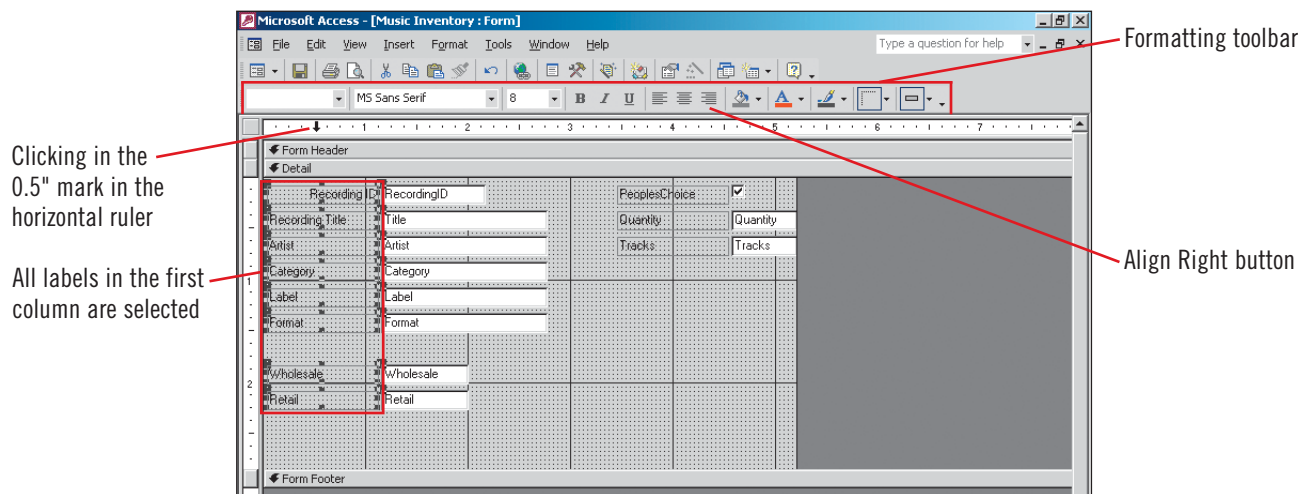
6. Click the **Save button**  on the Form Design toolbar, then click the **Form View button**  on the Form Design toolbar to view the changes in Form View



**FIGURE C-7: Examining the property sheet for a label**



**FIGURE C-8: Selecting several labels at the same time**




**TABLE C-4: Selecting more than one control**

technique	description
Click, [Shift]+click	Click a control, then press and hold [Shift] while clicking other controls; each one is selected
Drag a selection box	Drag a selection box (an outline box you create by dragging the pointer in Form Design View); every control that is in or touched by the edges of the box is selected
Click in the ruler	Click in either the horizontal or vertical ruler to select all controls that intersect the selection line
Drag in the ruler	Drag through either the horizontal or vertical ruler to select all controls that intersect the selection line as it is dragged through the ruler



# Modifying Text Boxes

Text boxes are generally used to display data from underlying fields and are therefore *bound* to that field. A text box control may also serve as a **calculated control** when it stores an **expression**, a combination of symbols that calculates a result. Sample expressions include calculating the current page number, determining the current date, calculating a grade point average, or manipulating text values.  Kelsey wants the Music Inventory form to calculate the profit for each record. She creates a calculated control by entering an expression within a text box to find the difference between the values in the Retail and Wholesale fields.

## Steps 1 2 3 4

### QuickTip

The Toolbox toolbar may be floating or docked on the edge of your screen. Drag the title bar of a floating toolbar to move it to a convenient location.

### Trouble?

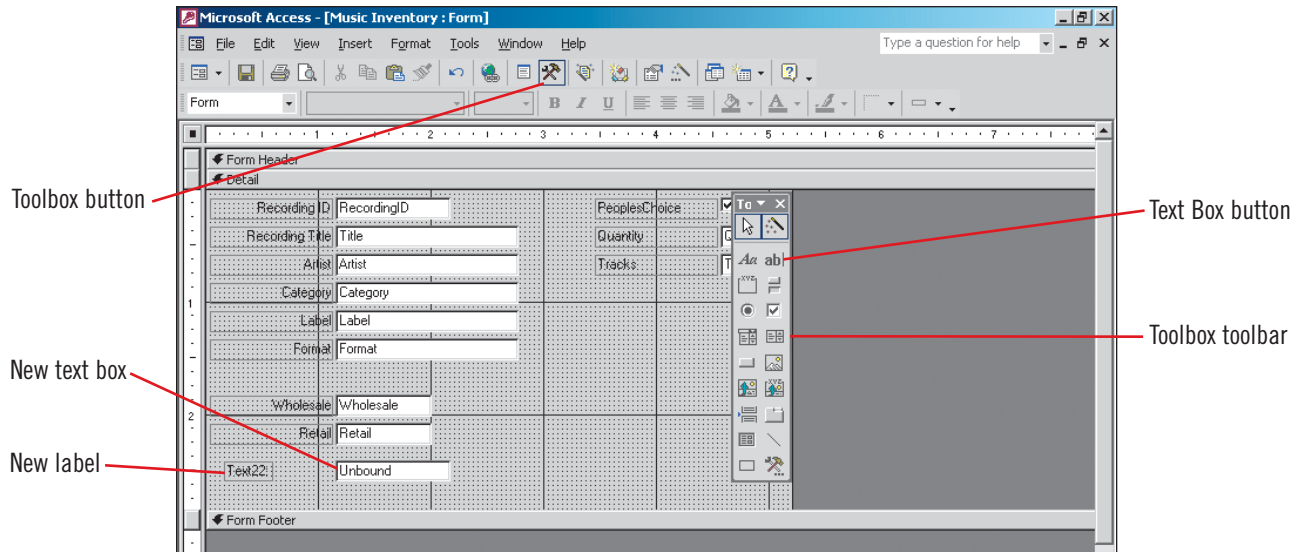
If your calculated control did not work, return to Design View, click the calculated control, press [Delete], then repeat steps 1 through 4.

### QuickTip

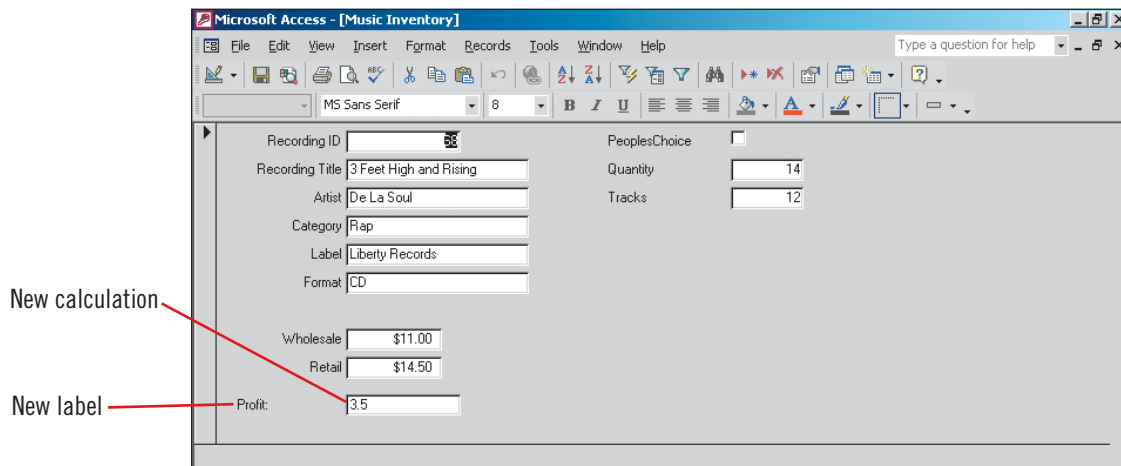
Press [F4] to open the property sheet.

1. Click the **Design View button**  on the Form View toolbar, click the **Toolbox button**  on the Form View toolbar, then click the **Text Box button**  on the Toolbox toolbar. The mouse pointer changes to .
2. Click just below the **Retail text box** on the form, then use  to move the new text box and label control into the position shown in Figure C-9.  
Adding a new text box automatically added a new label with the default caption Text22:. The number in the default caption depends on how many controls you have previously added to the form. You can create the calculated control by typing the expression directly in the text box.
3. Click **Unbound** in the new text box, type **=[Retail]-[Wholesale]**, then press **[Enter]**.  
All expressions start with an equal sign (=). When referencing a field name within an expression, square brackets surround the field name. You must type the field name exactly as it appears in the Table Design View, but you do not need to worry about capitalization.
4. Click the **Text22: label** to select it, click the **Text22: label** again to edit it, double-click **Text22**, type **Profit** as the new caption, press **[Enter]**, then click the **Form View button**  to view the changes as shown in Figure C-10.  
The Profit for the first record is calculated as \$3.50 and displays as 3.5. Property changes such as applying a Currency format can be made in Form View.
5. Click **3.5** in the Profit text box, click **View** on the menu bar, then click **Properties**.  
Monetary values such as the calculated Profit field should be right-aligned and display with a dollar sign and two digits to the right of the decimal point.
6. Click the **Format tab** in the Text Box property sheet if not already selected, click the **Format property list arrow**, click **Currency**, scroll through the property sheet to display the **Text Align property**, click the **Text Align property list arrow**, then click **Right**.  
A short description of the selected property appears in the status bar. Some changes to a form, such as moving, deleting, or adding controls, can only be accomplished in Form Design View.
7. Click , click  to toggle off the property sheet, use  to switch the position of the **Retail and Wholesale text boxes**, move and align the **Profit label** under the Wholesale label, resize the **Profit text box** to be the same size as the Wholesale text box, then click .  
The final form is shown in Figure C-11.

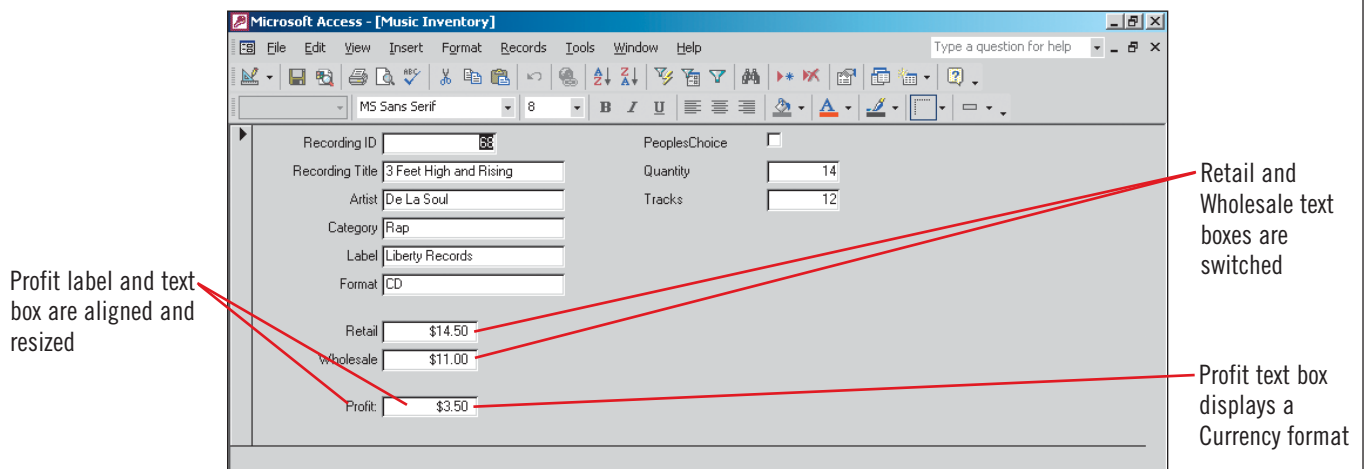
**FIGURE C-9:** Adding a text box



**FIGURE C-10:** Displaying a calculation




**FIGURE C-11:** Updated Music Inventory form





# Modifying Tab Order

Once all of the controls have been added, moved, and resized on the form, you'll want to check the tab order. The **tab order** is the order in which the **focus** (the active control) moves as you press [Tab] in Form View. Because the form is the primary object by which users will view, edit, and enter data, careful attention to tab order is essential to maintain the user's productivity and satisfaction with the form.  Kelsey checks the tab order of the Music Inventory form, then changes the tab order as necessary in Form Design View.

## Steps 1234

### QuickTip

You can also press [Enter] to move the focus from field to field in a form.

1. Press **[Tab]** 11 times watching the focus move through the bound controls of the form. Currently, focus moves back and forth between the left and right columns of controls. For efficient data entry, you want the focus to move down through the first column of text boxes before moving to the second column.

2. Click the **Design View** button  on the Form View toolbar, click **View** on the menu bar, then click **Tab Order**

The Tab Order dialog box allows you to change the tab order of controls in three sections: Form Header, Detail, and Form Footer. You can expand these sections in Form Design View by dragging the bottom edge of a section down to open it. Right now, all of the controls are positioned in the form's Detail section. See Table C-5 for more information on form sections. To change tab sequence, drag the **row selector**, positioned to the left of the field name, up or down. A black line will show you the new placement of the field in the list.

### QuickTip

Click the Auto Order button in the Tab Order dialog box to automatically set a left-to-right, top-to-bottom tab order for the current arrangement of controls on the form.

3. Click the **Retail row selector** in the Custom Order list, drag it up and position it just below Format, click the **Wholesale row selector**, drag it under Retail, click the **Tracks row selector**, drag it under Quantity, click the **Text22** row selector, then drag it under Wholesale, as shown in Figure C-12

Text22 represents the name of the text box that contains the profit calculation. If you wanted to give it a more descriptive name, you could have changed its Name property. The **Name property** for a text box is analogous to the Caption property for a label.

### QuickTip

In Form Design View, press [Ctrl][.] to switch to Form view. In Form View, press [Ctrl][.] to switch to Form Design View.

4. Click **OK** in the Tab Order dialog box, click the **Save** button , then click the **Form View** button  on the Form Design toolbar

Although nothing visibly changes on the form, the tab order is different.

5. Press **[Enter]** 11 times to move through the fields of the form with the new tab order. The focus now moves through all of the text boxes of the first column, and then moves through the second column.

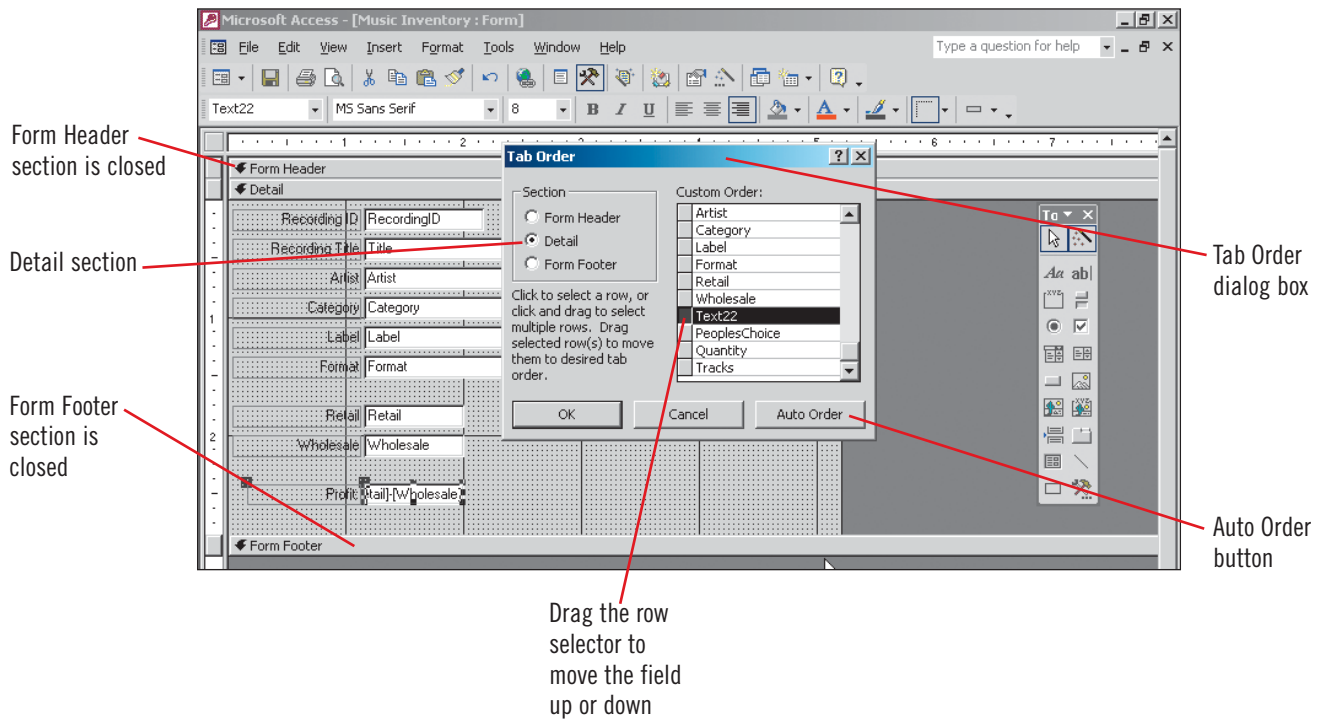
6. Continue pressing **[Enter]** until you reach the Retail value of the second record (which should be \$15.00), type **16**, then press **[Enter]**

Changing the value in either the Retail or the Wholesale fields will automatically recalculate the value in the Profit field. Recording ID 55 now shows a profit of \$6.00.

7. Press **[Enter]** to move the focus to the Profit field, attempt to type **77**, and observe the message in the status bar

Even though the calculated control can receive the focus, its value cannot be directly edited in Form view. As the message indicates, its value is bound to the expression [Retail]-[Wholesale].

**FIGURE C-12: Tab Order dialog box**




**TABLE C-5: Form sections**

section	description
<b>Form Header</b>	Controls placed in the Form Header section print only once at the top of the printout; by default, this section is closed in Form Design View
<b>Detail</b>	Controls placed in the Detail section display in Form View and print once for every record in the underlying table or query object; all controls created by the Form Wizard are placed in this section
<b>Form Footer</b>	Controls placed in the Form Footer section print only once at the end of the printout; by default, this section is closed in Form Design View





# Entering and Editing Records

The most important reasons for using a form are to find, enter, or edit records in the underlying record source. You can also print a form, but printing all records in a form layout often produces a very long printout because of the vertical orientation of the fields.  Kelsey uses the Music Inventory form to add a new record to the Music Inventory table. Then she prints only the new record.

## Steps 1234

### QuickTip

A New Record button is also located on the Navigation buttons.

### QuickTip

To enter a check in a check box press [Spacebar].

### Trouble?

Don't click the Print button on the Form View toolbar unless you want *all* of the records to print.

### QuickTip

As the confirmation message indicates, you cannot undo the deletion of a record.










1. Click the **New Record button**  on the Form View toolbar  
A new, blank record is displayed. The Recording ID field is an AutoNumber field that will automatically increment when you begin to enter data. The Specific Record box indicates the current record number.
2. Press [Tab] to move the focus to the **Recording Title text box**, type **Your Name Dancers** to insert your name in the record, then enter the rest of the information shown in Figure C-13  
The Profit text box shows the calculated result of \$6.00. The new record is stored as record 78 in the Music Inventory table.
3. Click **File** on the menu bar, click **Print** to open the Print dialog box, click the **Selected Record(s) option button** in the Print Range section, then click **OK**  
Forms are also often used to find, edit, or delete existing records in the database.
4. Click the **Recording Title text box**, click the **Find button**  on the Form View toolbar to open the Find and Replace dialog box, type **Mermaid Avenue** in the Find What text box, then click **Find Next**  
Record 46 appears behind the Find and Replace dialog box, as shown in Figure C-14.
5. Click **Cancel** in the Find and Replace dialog box, click the **Delete Record button**  on the Form View toolbar, then click **Yes** to confirm the deletion  
Forms are also a great way to filter the records to a specific subset of information.
6. Click **Gospel** in the Category text box, click the **Filter By Form button**  on the Form View toolbar, click the **Category list arrow**, click **Gospel**, click the **Or tab** in the lower-left corner of the Filter By Form window, click the **Category list arrow**, click **Children**, then click the **Apply Filter button**  on the Filter/Sort toolbar  
Eight records were found that matched the Gospel or Children criteria in the Category field.
7. Click the **Print Preview button**  on the Form View toolbar, then click the **Last Page button**  in the Navigation buttons  
Previewing the records helps to determine how many pages the printout would be. Since about three records print on a page, your printout is three pages long.
8. Click the **Close button**  on the Print Preview toolbar, then click the **Remove Filter button**  on the Form View toolbar so that all 77 records in the Music Inventory table are redisplayed

FIGURE C-13: Entering a new record into a form

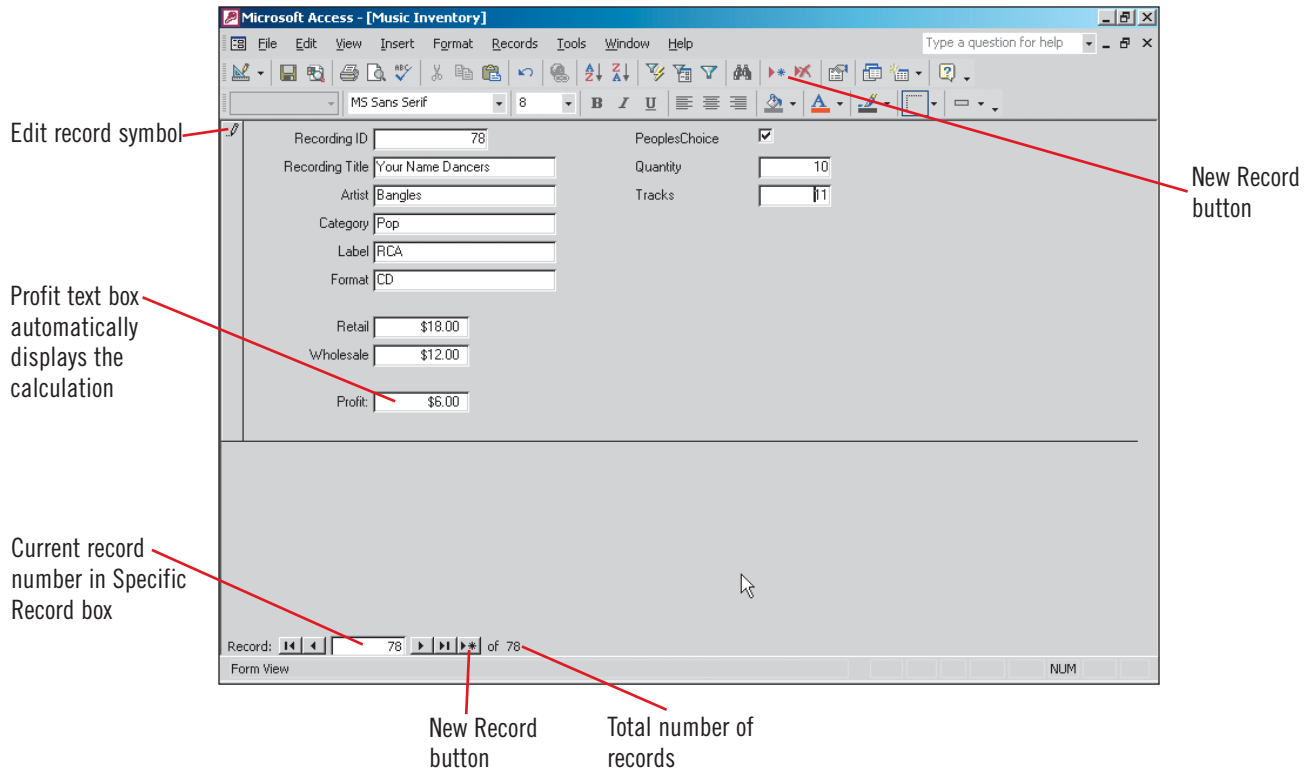
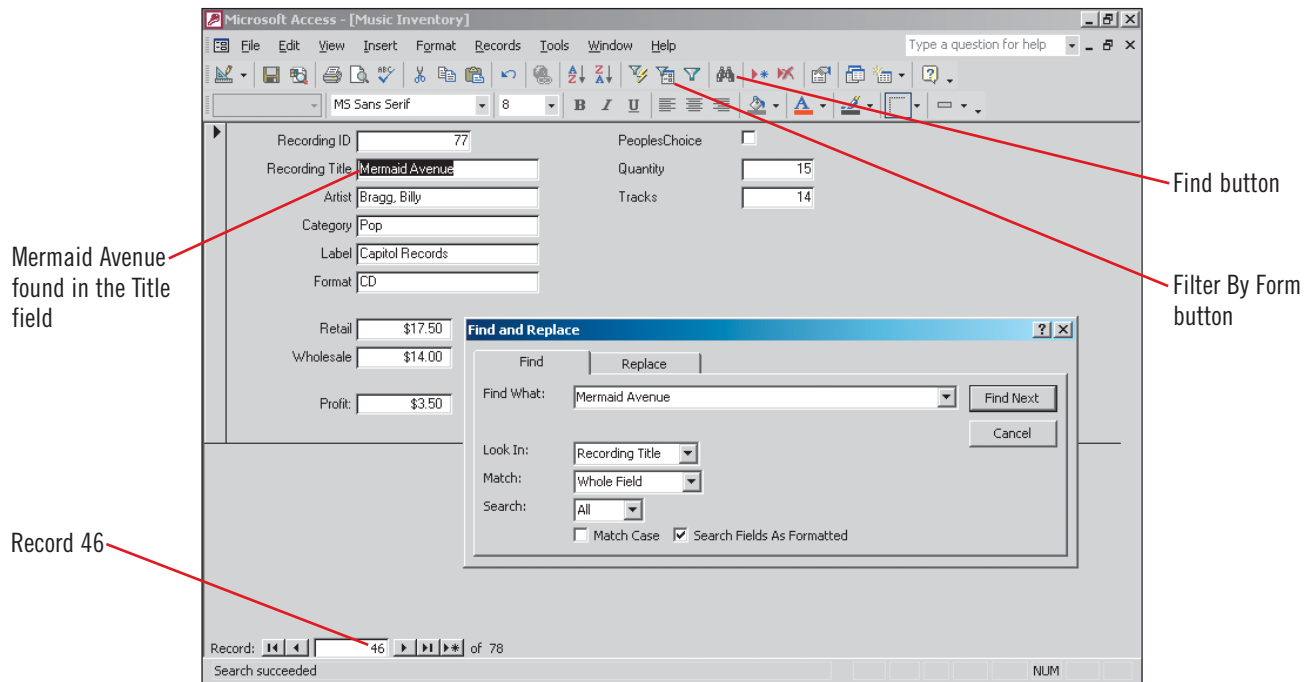



FIGURE C-14: Finding data using a form














# Inserting an Image

**Graphic images**, such as pictures, a logo, or clip art, can add style and professionalism to a form. Images are added to a form as either bound or unbound controls. The form section in which they are placed is also significant. For example, if you add an **unbound image** such as a company logo to the Form Header section, the image will appear at the top of the form in Form View as well as at the top of a printout. If you add the same unbound image to the Detail section, it would appear multiple times because the Detail section is reproduced once for every record. **Bound images** are tied to a field defined with an OLE Object data type and store multimedia data such as pictures or sound clips.  Kelsey adds the MediaLoft logo and a descriptive title to the Form Header section using an unbound image control.

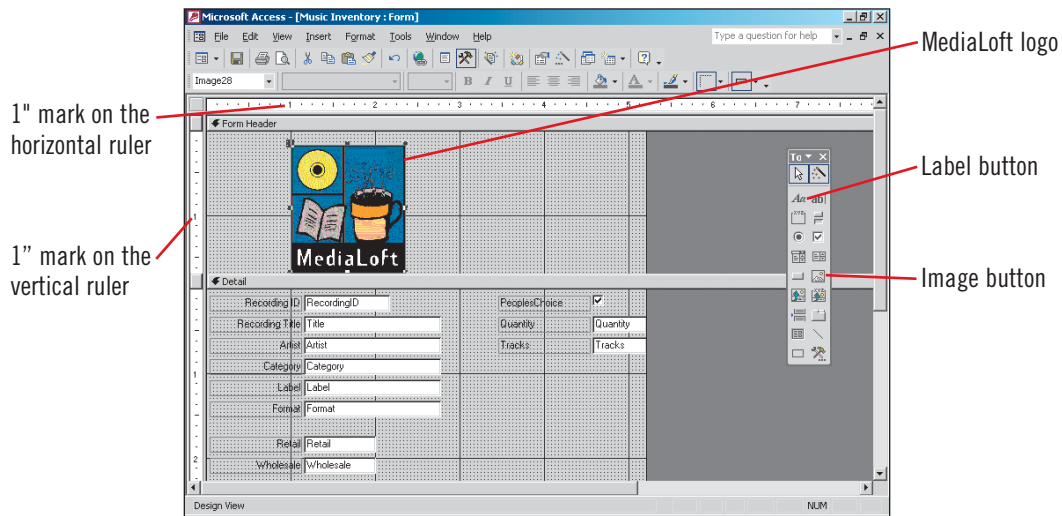
## Steps 1234

1. Click the **Design View button**  on the Form View toolbar, place the pointer on the bottom edge of the **Form Header section** so that the pointer changes to , then drag the bottom of the Form Header section to the **1 inch** mark on the vertical ruler  
The Form Header section is open.
2. Click the **Image button**  on the Toolbox toolbar, then click the  pointer in the **Form Header section** at the **1 inch** mark on the horizontal ruler  
The Insert Picture dialog box opens.
3. Click the **Look in list arrow**, navigate to the drive and folder where your Project Files are located, click **Smallmedia**, then click **OK**  
The MediaLoft logo is inserted into the Form Header, as shown in Figure C-15. Placing a title in the Form Header section adds a finishing touch to the form.
4. Click the **Label button**  on the Toolbox toolbar, click the  pointer to the right of the **MediaLoft logo** in the Form Header section, type **MediaLoft Music**, then press **[Enter]**  
Labels can be formatted to enhance the appearance on the form.
5. Click the **Font Size list arrow**, click **24**, double-click a **sizing handle** so that the label **MediaLoft Music** is completely displayed, click the **Font/Fore Color list arrow**, click the dark blue box (second from the right on the top row), click the **Save button** , then click the **Form View button**  to observe the changes, as shown in Figure C-16  
You can spell check the records to correct any errors. The Spelling dialog box has options to ignore all values in a particular field, ignore a single occurrence of a word, ignore all occurrences of a word, plus other options.
6. Click the **Spelling button**  on the Form View toolbar, click **Ignore 'Artist' Field** in the Spelling dialog box as shown in Figure C-17, click **Ignore All** in the Spelling dialog box to skip all occurrences of Ryko, click **Ignore 'Title' Field** to ignore Closeup and all other entries in the Title field, click **Ignore All** to skip all occurrences of Arista, click **Ignore All** to skip all occurrences of Narada, click **Ignore All** to skip all occurrences of Gramophone, click **Change** to change Recrds to Records, then click **OK**  
To add an entry such as Ryko to the custom dictionary, you would click the Add button in the Spelling dialog box.
7. Find and print the record for RecordingID 78, which displays Your Name Dancers in the Recording Title
8. Close the Music Inventory form, close the MediaLoft-C database, then exit Access

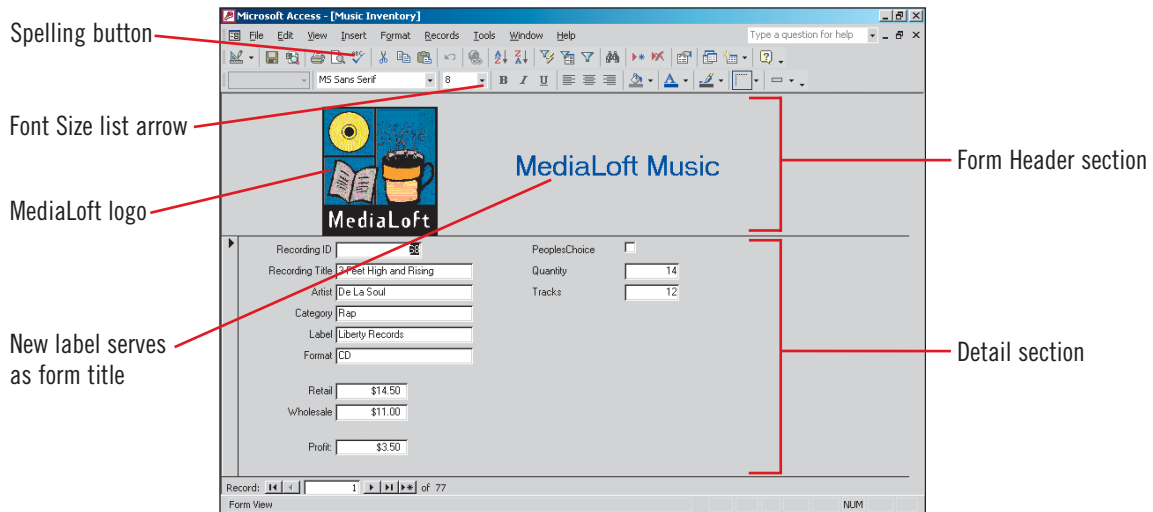
### QuickTip

[F7] is the quick keystroke to open the Spelling dialog box.

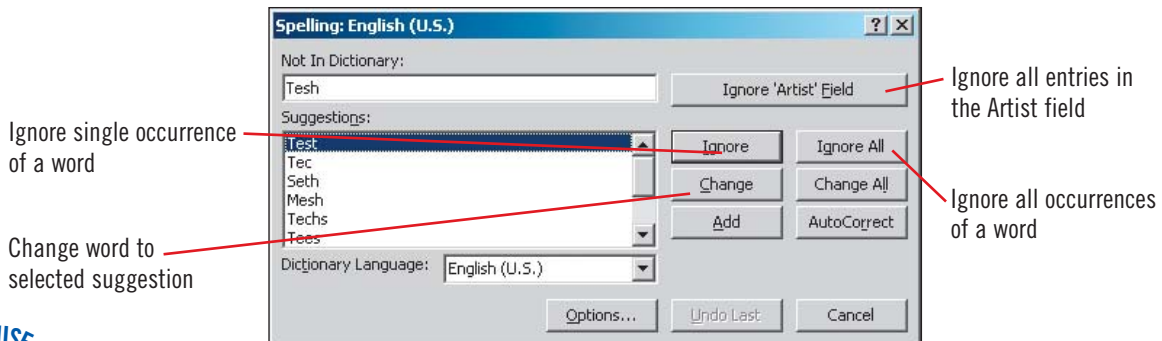
**FIGURE C-15: Adding an image to the Form Header section**



**FIGURE C-16: The final Music Inventory form**



**FIGURE C-17: Spelling dialog box**



## Using the Custom Dictionary

The **custom dictionary** is a supplemental dictionary to which you add words that are spelled correctly, such as proper names, but which are not already stored in the default Access dictionary. Since the custom dictionary

file is used across all Office applications on a particular computer, do not add words to it unless you are the only user of that computer.

# Practice

## ► Concepts Review

Label each element of Form View shown in Figure C-18.

FIGURE C-18

The screenshot shows the Microsoft Access application window titled 'Microsoft Access - [Music Inventory]'. The menu bar includes File, Edit, View, Insert, Format, Records, Tools, Window, and Help. The toolbar contains various icons for file operations, editing, and formatting. The font settings are set to MS Sans Serif, size 8. The form is titled 'MediaLoft Music' and features a logo with a CD, a book, and a coffee cup. The form contains several text boxes and a checkbox. Red lines with numbers 1 through 7 point to specific elements: 1 points to the Record Selector, 2 points to the Record Title, 3 points to the Artist, 4 points to the Category, 5 points to the Label, 6 points to the Format, and 7 points to the PeoplesChoice checkbox.

Recording ID	PeoplesChoice
3 Feet High and Rising	<input type="checkbox"/>
Artist: De La Soul	Quantity: 14
Category: Rap	Tracks: 12
Label: Liberty Records	
Format: CD	
Retail: \$14.50	
Wholesale: \$11.00	
Profit: \$3.50	

Record: 1 of 77  
Form View

Match each term with the statement that describes it.

- 8. Sizing handles
- 9. Detail section
- 10. Bound control
- 11. Tab order
- 12. Form
- 13. Calculated control

- a. An Access database object that allows you to arrange the fields of a record in any layout and is used to enter, edit, and delete records
- b. Used on a form to display data from a field
- c. Squares that appear in the corners and edges of the selected control
- d. The way in which the focus moves from one bound control to the next
- e. Uses a text box and an expression to display an answer
- f. Controls placed here print once for every record in the underlying table or query object







Select the best answer from the list of choices.

14. Every element on a form is called a:

- a. Property.
- b. Control.
- c. Piece.
- d. Handle.

15. The mouse pointer that is used to resize a control is:

- a. 
- b. 
- c. 
- d. 

16. The most common bound control is the:

- a. Label.
- b. Text box.
- c. Combo box.
- d. Check box.

17. The most common unbound control is the:

- a. Label.
- b. Text box.
- c. Combo box.
- d. Image.

18. The \_\_\_\_\_ View is used to move or resize form controls.

- a. Form
- b. Datasheet
- c. Print Preview
- d. Design

19. The \_\_\_\_\_ control is commonly used to display data on a form from a field with a Yes/No data type.

- a. Text box
- b. Label
- c. Check box
- d. Combo box

20. The \_\_\_\_\_ dictionary is a supplemental dictionary to which you add words that are spelled correctly, such as proper names.

- a. Custom
- b. Caption
- c. Name
- d. User

## ► Skills Review

### 1. Plan a form.

- Plan a form to use for entering business contacts by looking at several business cards.
- Write down the organization of the fields on the form.
- Determine what type of control you will use for each bound field.
- Identify the labels you would like to display on the form.

### 2. Create a form.

- Start Access and open the **Membership-C** database from the drive and folder where your Project Files are located.
- Click the Forms button in the Membership-C Database window, then double-click the Create form by using wizard option.
- Base the form on the CONTACTS table, and include all of the fields.
- Use a Columnar layout, a Standard style, and title the form **Contact Entry Form**.
- Display the form in Form View.

### 3. Move and resize controls.

- Open and maximize the Design View window for the Contact Entry Form.
- Move the LNAME text box and corresponding label to the right of the FNAME text box.
- Move the DUESOWED and DUESPAID text boxes and corresponding labels to the right of the address controls.
- Resize the PHONE and ZIP text boxes to be the same size as the CITY text box.
- Move the PHONE text box and corresponding label between the FNAME and COMPANY controls. The resulting form should look similar to Figure C-19.

### 4. Modify labels.

- Right-align all of the labels. Be careful to right-align the labels, and not the text boxes.
- Edit the caption of the FNAME label to **FIRST NAME**, the LNAME label to **LAST NAME**, the DUESOWED label to **DUES OWED**, and the DUESPAID label to **DUES PAID**.

### 5. Modify text boxes.

- Add a new text box below the DUESPAID text box.
- Type the expression **=[DUESOWED]-[DUESPAID]** in the new unbound text box. (*Hint: Remember that you must use the exact field names as defined in Table Design View in a calculated expression.*)
- In the property sheet for the new calculated control, change the Format property to Currency.
- Right-align the new calculated control.
- Change the accompanying label from Text20: to **BALANCE**.
- Move and resize the new calculated control and label so that it is aligned beneath the DUESOWED and DUESPAID controls.

### 6. Modify tab order.

- Change the Tab order so that pressing [Tab] moves the focus through the text boxes in the following order: FNAME, LNAME, PHONE, COMPANY, STREET, CITY, STATE, ZIP, DUESOWED, DUESPAID, Text20 (the calculated control).
- Save your changes, open the form in Form View, then test the new tab order.

FIGURE C-19

## 7. Enter and edit records.

- a. Use the Contact Entry Form to enter the following new records:

	FIRST NAME	LAST NAME	PHONE	COMPANY	STREET
Record 1	Jane	Eagan	555-1166	Cummins Construction	1515 Maple St.
Record 2	Connie	Sinclair	555-2277	Motorola	1010 Green St.

	CITY	STATE	ZIP	DUES OWED	DUES PAID
1 con't.	Fontanelle	KS	50033	\$50.00	\$25.00
2 con't.	Bridgewater	KS	50022	\$50.00	\$50.00

- b. Find the Connie Sinclair record, enter your last name in the COMPANY text box, then print that record.
- c. Find the Lois Goode record, enter **IBM** in the COMPANY text box, change Barnes in the STREET field to **your last name**, then print that record.
- d. Filter for all records with a ZIP entry of 64145. How many records did you find? Write the answer on the back of the previous printout.
- e. Sort the filtered 64145 zip code records in ascending order by LAST NAME, change the street name for this record to **your last name**, then print this record.
8. Insert an image.
- a. In Form Design View, expand the Form Header section to the 1" mark on the vertical ruler.
- b. Use the Image control to insert the **Hand.bmp** file in the left side of the Form Header. (Note: The Hand.bmp file is on the drive and folder where your Project Files are located.)
- c. Centered and below the graphic file, add the label **MEMBERSHIP INFORMATION** in a 24-point font. Be sure to resize the label so that all of the text is visible.
- d. Below the MEMBERSHIP INFORMATION label, add your name as a label.
- e. View the form in Form View, then spell check the records.
- f. Sort the records in descending order based on the COMPANY values. Print only the first record.
- g. Save and close the form, close the database, then exit Access.

## ► Independent Challenge 1

As the office manager of a cardiology clinic, you need to create a data entry form for new patients.

- a. Start Access, open the **Clinic-C** database from the drive and folder where your Project Files are located.
- b. Using the Form Wizard, create a form that includes all the fields in the Demographics table, using the Columnar layout and Standard style. Title the form **Patient Entry Form**.
- c. In Form Design View, move the DOB, Gender, Ins Code, and Entry Date controls to a second column to the right of the existing column. DOB should be next to Last Name.
- d. Switch the positions of the State and ZIP controls.

FIGURE C-20

- e. Modify the Medical Record Number label to **MR Number**, the Address 1 label to **Address**, the DOB label to **Birthday**, and the Ins Code label to **Insurance**. Be sure to modify the labels, not the text boxes. The final organization of the form is shown in Figure C-20.
- f. Change the tab order so that State is before Zip.
- g. Use the newly created form to add a record using your own personal information. Enter **2002** for the MR Number, **BCBS** for the Insurance, and **2/1/02** for the Entry Date.
- h. Print only the new record that you just added.
- i. Save and close the Patient Entry Form, close the Clinic-C database, then exit Access.

## ► Independent Challenge 2

As office manager of a cardiology clinic, you want to build a form that quickly calculates a height-to-weight ratio value based on information in the Outcomes Data table.

- a. Start Access, then open the **Clinic-C** database from the drive and folder where your Project Files are located.
- b. Using the Form Wizard, create a form based on the Outcomes Data table with only the following fields: MR#, Height, and Weight.
- c. Use the Columnar layout and Standard style, and name the form **Height to Weight Ratio Form**.
- d. In Design View, use the Text Box button to add a text box and accompanying label below the Weight text box.
- e. Enter the expression **=([Height]/[Weight])** in the unbound text box.
- f. Modify the calculated expression's label from Text6: to **Ratio**.
- g. Resize the Ratio label so that it is closer to the calculated expression control, then right-align all of the labels.
- h. Change the format property of the calculated control to Fixed.
- i. Open the Form Header section about 0.5", then add a label to that section with your name as the caption.
- j. Save and view the form, then print the form for the record with the MR Number of 006494.
- k. Sort the records in descending order by Height, change the value in the Weight field to **200**, then print this record.
- l. Close the Height to Weight Ratio Form, close the Clinic-C database, then exit Access.

## ► Independent Challenge 3

As office manager of a cardiology clinic, you want to build a form to enter new insurance information.

- a. Open the **Clinic-C** database from the drive and folder where your Project Files are located.
- b. Using the Form Wizard, create a form based on the Insurance Company Information table, and include all of the fields.
- c. Use the Columnar layout, Standard style, and accept **Insurance Company Information** as the title.
- d. Edit the Caption of the Insurance Company Name label to **Insurance Company**. Be sure to modify the Insurance Company Name label, not the text box.
- e. Resize the State text box so that it is the same size as the City text box.
- f. Expand the Form Header section, then add the graphic image **Medical.bmp** to the left side of the Form Header section. The Medical.bmp file is in the drive and folder where your Project Files are located.
- g. Add a label **Insurance Entry Form** and another for **your name** to the right of the medical clip art in the Form Header section.
- h. Increase the size of the Insurance Entry Form label to 18 points. Resize the label to display the entire caption.
- i. Switch to Form View, then find the record for the Cigna Insurance Company. Change Sherman in the City field to your last name, then print this record.
- j. Filter for all records with a State entry of KS. How many records did you find? Write the answer on the back of the previous printout.
- k. Save and close the Insurance Company Information Form, close the Clinic-C database, then exit Access.



## Independent Challenge 4

You are on the staff of an economic development team whose goal is to encourage tourism in the Baltic Sea region. You have created an Access database called **Baltic-C** to track important fields of information for the countries in that region, and will use the Internet to find information about the area and enter it into existing forms.

- Start Access and open the **Baltic-C** database from the drive and folder where your Project Files are located.
- Connect to the Internet, then go to [www.about.com](http://www.about.com), [www.alltheweb.com](http://www.alltheweb.com), or any general search engine to conduct research for your database. Your goal is to find information for at least one new city record for each country.
- Open the Countries form. You can enter the data you found on the Internet for each city by using the City fields shown in Figure C-21. This arrangement of data organizes cities within countries using a main form/subform arrangement. The main form contains a single text box tied to the Country field. The subform presents a datasheet of four City fields. Be sure to enter the Population data for that particular city, rather than for the entire country. CityID is an AutoNumber field, so it will automatically increment as you enter the City, Capital, and Population data.
- Close the Countries form, then open the Countries table datasheet. Click all of the expand buttons to the left of each of the Country records to show the city records that you just entered through the Countries form, then print the expanded datasheet. Close the Countries table.
- Open the Cities form and find the Oslo, Norway record shown in Figure C-22. This form shows another main form/subform arrangement. The main form contains fields that describe the city, whereas the subform contains a datasheet with fields that describe the events for that city.
- Return to the search engine, and research upcoming tourist events for Copenhagen, Denmark.
- In the Cities form, find the Copenhagen record, then enter three events for Copenhagen. EventID is an AutoNumber field, so it will automatically increment as you enter the EventName and EventDate information.
- Print the Copenhagen record, close the Cities form, close the Baltic-C database, then exit Access.

FIGURE C-21

FIGURE C-22



## ► Visual Workshop

Open the **Clinic-C** database, then use the Form Wizard to create the form based on the Demographics table, as shown in Figure C-23. Notice that the label **Patient Form** is 24 points and has been placed in the Form Header section. The clip art, Medstaff.bmp, can be found in the drive and folder where your Project Files are located. The image has been placed on the right side of the Detail section, and many controls were moved and resized. Also notice that the labels are right-aligned. To change the background color of the Detail section to white, double-click the Detail section bar in Form Design View, then modify the Back Color property on the Format tab of the property sheet to **16777215**, the value that corresponds to white. Enter your own name and gender for the first record, then print it.

FIGURE C-23

**Patient Form**

MR Number

Last Name  DOB

First Name  Gender

Address 1  Ins Code

City  Entry Date

State

ZIP

Record:  of 37